

OIA/TECH-42/78  
18 December 1978

MEMORANDUM FOR: James H. Taylor  
Comptroller

SUBJECT : Information Handling Study


REFERENCES : 1) Report of the Photo Interpreter Resources  
Study Group, November 1978  
2) Office of Security Task Force Report on  
CIA Security, 6 December 1978

1. For management purposes, information handling should be defined as the systematic and complete disposition of information. This information can take the form of printed material, information stored electrically, information converted to microfilm or microfiche, and all forms of imagery collected.

2. A major information handling concern facing the Office of Imagery Analysis, and presumably other Agency components as well, is the classifying, receipting, dissemination, storage, recallability, and destruction of classified materials. In particular, the handling of imagery in the form of duplicate positives as well as prints is a unique problem OIA must cope with on a daily basis. The "Report of the Photo Interpreter Resources Study Group" (PIRSG), should be reviewed for a detailed accounting of how Imagery Analysis organizations handle imagery and its related products.

3. For this study to be meaningful the following issues should be addressed in detail: careful and extensive planning, full utilization of existing technology, an understanding of internal organizational relationships and a complete review of the entire security classification process should be performed.

4. A report by the Office of Security titled "Task Force Report on CIA Security" dated 6 December 1978 is an excellent report and should be reviewed. Their recommendations cited on pages 91 through 95 should be examined in depth for they could impact significantly on the Agency's information handling strategy.

  
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